

NORTHERN DISTRICT OF INDIANA FEDERAL COMMUNITY DEFENDERS, INC.

**PARALEGAL  
SOUTH BEND OFFICE**

**POSITION ANNOUNCEMENT**

Northern District of Indiana Federal Community Defenders, Inc. (NDIFCD), a non-profit private corporation funded by the Administrative Office of the U.S. Courts, is accepting applications for the position of a Paralegal to be located in the South Bend office. The federal defender organization operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services to individuals charged with federal criminal cases and related matters, who are financially unable to retain counsel.

**Duties.** The Paralegal is responsible for factual research; locating, collecting, compiling, and summarizing gathered information including court, social, medical and legal records; assisting attorneys and investigators in developing factual support for claims; identifying and discussing issues with attorneys and investigators regarding client representation; preparing for evidentiary hearings by organizing, coding, and summarizing information and documents; preparing witness and document lists; maintaining case files and databases; entering information into databases for access by attorneys and investigators; operating computerized system for managing documents and gathering and tracking client information; and maintaining integrity of original documents.

**Requirements.** Applicants must have strong research skills, computer proficiency, knowledge of legal concepts, terminology, and format of legal documents. Applicants must also have the ability to communicate and work well with others, must be accurate and attentive to detail, set priorities and meet critical deadlines, and be willing to support criminal defense work. Although not required, candidates possessing a paralegal degree, or the equivalent, will receive strong consideration.

**Salary.** Salary commensurate with experience and qualifications.

**How to Apply.** Qualified persons are encouraged to apply by forwarding a letter and resume, including 3 references and salary history and requirements, by April 20, 2006 to: Jerome T. Flynn, Executive Director, Northern District of Indiana Federal Community Defenders, Inc., 219 Russell Street, 6<sup>th</sup> Floor, Hammond, Indiana 46320, or fax to: 219-937-8021.

***NDIFCD IS AN EQUAL OPPORTUNITY EMPLOYER***

